

THE MISSOURI SUPREME COURT LIBRARY

CATALOGUER'S REPORT, 1945-1948, CLASSIFICATION  
AND NOTES ON CATALOGUING PRACTICE

BY

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AND

AN INTRODUCTORY HISTORICAL SKETCH OF THE LIBRARY

BY

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1948

**MISSOURI STATE LIBRARY**  
Jefferson City, Missouri

## INTRODUCTORY   HISTORICAL   SKETCH

Browsing through early volumes of the Statutes of Missouri, we find, neatly alphabetized between Slaves and Strays, the acts creating and governing the State Library. As we read, often between the lines, the story of this country's library development unfolds. The library of the Missouri Supreme Court, originally known as the State Library, had a beginning and growth that was typical of libraries in general.

The act creating the State Library, approved January 23, 1829, showed that the legislators of that day had already felt the need for preservation of documents. The act made it certain that the library was a storehouse of books and the librarian a custodian. The Secretary of State was to act as librarian and he was directed to send to the library a specified number of copies of all laws and legislative journals of the state and federal governments. The privilege of borrowing books was limited to the Governor, executive officers of the state, members of the General Assembly, and judges of the state and federal courts.

In 1843, the Clerk of the Supreme Court was made librarian ex officio. At first, he was to purchase books under the direction of the Governor. By 1855, the law library had become a separate collection of books, and its control was placed under the Supreme Court. The librarian was to purchase, under the direction of the judges, what books they required. From the remaining moneys, he was to purchase, under the direction of the Governor, books for the miscellaneous library.

The two collections were separately housed. The statutes of 1855 place the miscellaneous library in the semicircular room on the second floor of the Capitol and the law library in the semicircular room on the first floor. In 1865, the librarian was directed to place the seal of the Supreme Court on all books. The sum of \$12,500 was appropriated in 1889 for a fireproof addition to the Supreme Court building for the use of the State Library. The present Supreme Court building was erected in 1907 and a section of the second floor was designed for the library.

Financial support of the library went through an evolutionary process. In the beginning, the greater part of the collection consisted of acts and journals of Congress and of the General Assembly, decisions of the state Supreme Court and whatever state papers and documents were distributed by the United States government. There was a provision that the necessary expenses of binding these publications and also for stationery, candles and fuel should be paid out of the contingent fund of the General Assembly. An "Act to increase the library" in 1831 appropriated \$150. In 1833, the sum of \$450 was set aside for the purchase of "statistics, phylosophy moral and natural, history, political economy, international ecclesiastical and

municipal law". In 1843, money that should come to the Secretary of State from the sale of early volumes of decisions and territorial laws was to be paid over to the librarian. In 1855, a "state library fund" was created, consisting of a special appropriation of \$3,000 besides moneys received from the sale of books and an annual appropriation of \$500. Whether the supply of books for sale dwindled appreciably by 1899 is not certain, but in that year the "state library fund" was amended to consist of all moneys appropriated by the General Assembly. From the modest sum of \$500 in 1899, the appropriation has been increased in a half century to \$8,600.

Salaries have also grown from the days when the Secretary of State performed the duties of State Librarian gratis, and the Clerk of the Supreme Court was reimbursed \$100 for his services. An act of 1845 allowed Mr. Hampton L. Boon the sum of \$2.00 per day for each day of the legislative session. In 1879, the State Librarian became a separate office, with the librarian appointed by the Supreme Court at a salary of \$900. The librarian was to name an assistant at \$300. Payment was put on a monthly basis and librarianship became a full-time career. In 1906, when the salary of the librarian was increased to \$1,200, an increase of the assistant librarian's salary encountered a constitutional difficulty. The salary of a state officer could not be raised while he held office. The legislature side-stepped this by giving him an additional duty, that of janitor of the library, at a total salary of \$1,000.

The librarian retained until 1931 the appointment of the assistant librarian, subject to the confirmation of the Supreme Court. After that date, the court made the appointments. The editor of the Statutes of 1906 inserted a note to the effect that a woman could hold the office of librarian. The case of State ex rel. Hostetter had declared it constitutional for a woman to hold any office of the state. Mrs. Jennie Edwards had already been librarian from 1897 to 1902.

The act of 1829 set the library hours from "sun rise to sun set, Sundays excepted". A more specific statute of 1855 set the hours at 9 a.m. to 5 p.m. In 1875, the librarian was directed to keep the library open, during sessions of the General Assembly, in the evenings from 7 to 10. In 1879, the library hours were amended to 8:30 a.m. to 11 p.m. without intermission. This may have been unsatisfactory, for twenty years later the hour of closing was changed to 10 p.m. These hours remained in force until 1947, when the hour of closing on Saturday was amended to 6 p.m.

The modern concept of library service was unknown when the library was created and custody of the books was a word often repeated. Circulation of books may have been discouraged by the severe penalties. The librarian held a sword over borrowers in the provision that any member of the legislature who failed to return a book must forfeit from his per diem pay three times the value of the book or of the set to which the book belonged.

Woe to the man who lost one volume of a long set. What was a sword to the borrowers, was a shield to the librarian. He needed some protection from the equally exacting provision that he was responsible for every book in the library and if one could not be found, he must replace it.

Locating a given book on short notice must have been increasingly difficult as the library grew. It became a collection of over 60,000 volumes before a card catalog was begun in 1945. A catalog was mentioned in the early statutes, but it must have been a list of books received during the year. The legislature in this manner kept a check on how its appropriation had been spent. A handwritten catalog has been preserved which is not dated but which bears on one page the date 1883. It is an alphabetical list of the library's holdings and shows that the collection at that time contained over 400 volumes of miscellaneous material, mainly literature, biography and history.

A printed Catalog of State Library of Missouri had appeared in 1871 under the editorship of the librarian, Mr. N. C. Burch. This contained a report on the purchases for the years 1869 and 1870 and showed that 210 volumes had been added in those two years, bringing the total number of volumes in the library to 12,367. A Catalog of Missouri State Library in 1881 was prepared by Mr. Jesse W. Henry, librarian, and Mr. Ben W. Riley, assistant librarian. This catalog listed the library's miscellaneous holdings as 1,476 volumes. A Brief Catalog of the Missouri State Library, Law Department was published by Mr. J. W. Zevely, librarian, in 1892. Another Catalog of the Law Department of the Missouri State Library was published by Mr. Thomas W. Hawkins, librarian, in 1905. These last three catalogs were interleaved editions. This was the usual method of keeping such printed catalogs up to date. In 1915, the librarian, Mr. George E. Smith, and his assistant, Mr. A. J. Menteer, published a catalog which consisted of author and subject indexes, a list of reports, and an index of abbreviations. This volume and the memory of Mr. Menteer, who became librarian and held that office until 1942, must have served as the guide to the collection. This 1915 catalog is still recalled as a useful tool by some of the library's patrons, but the advantage of an up-to-the-minute card catalog is rapidly making itself felt.

By 1895, the State Library had attained that stage of maturity where its book collection had grown unwieldy with duplicates and worn-out volumes. The Secretary of State was directed to supply the volumes needed to replace worn-out copies. The library had been given permission to exchange duplicate volumes of reports and session laws with other libraries as early as 1855.

The usefulness of the library was indicated very early. From its creation it had been known as the State Library and had been open to all who wished to use the books. Early statutes show that the library was used primarily by the legislature and its rules were for their accomodation.



Over the years, its use and control shifted to the Supreme Court. It was not until 1909 that the Library of the General Assembly was established in the Capitol. In 1907, the Missouri Library Commission was created to give advice to all school and public libraries. Since the function of this commission approximated that of state libraries in some other states, it was thought that its purpose would be best expressed by the name State Library. The law library had been under the control of the Supreme Court for a century and had ceased to add any miscellaneous material to its collection. It had been referred to, for at least twenty years, as the Supreme Court Library to distinguish it from the others. It seemed a logical step when, in 1945, the statute was amended and its official name became the Supreme Court Library.

The concept of the librarian as a custodian has been discarded along with the candles of an earlier day and in its place is the ideal of service and use of books. Toward this end, the work of cataloging of the 60,000 volumes of the library's collection has been the foundation. This gigantic piece of work is our rosetta stone to the wealth of information which has been preserved for over a century in the library of the Missouri Supreme Court.

R. Maurine Brunner, Librarian  
M.A., B.S. in L.S., L.L.B.

September 16, 1948.

## CATALOGER'S REPORT

1945 - 1948

The work of cataloging and classifying the Missouri Supreme Court Library began the first of September, 1945, shortly after a state appropriation for the purpose became available. It appeared on preliminary survey to be a very formidable undertaking. The books are shelved in the reading room, including two mezzanine floors accessible by separate stairways but not connected with each other, and in two large rooms in the basement of the building. The basement rooms were at this time merely a place for storage; one room was without shelving and little or no attempt at arrangement had been made. There are no book lifts and only one elevator in the building. Additional shelving, previously ordered was not installed until more than a year later and it required almost that long to secure a catalog case. It was evidently going to be more than a bit difficult to follow the recommended procedure of assembling all the books belonging to one classification unit preparatory to their cataloging, especially in view of the fact that there was nowhere to be found an unoccupied inch of shelf room. Another problem concerned what to do with a mass of miscellaneous non-legal material acquired before the Missouri State Library became the Missouri Supreme Court Library. However, all these and other difficulties proved less difficult than was anticipated, due chiefly to the greatly appreciated consideration and cooperation of the Court, especially the Library Committee, and, more especially, the chairman of that committee, Paul W. Barrett, Commissioner, to whom innumerable problems were referred.

After a decision had been reached as to the general type of classification to be used, it was considered advisable to begin with the groups already assembled in the reading room and more or less arranged. Accordingly, we began with the statutes, checking the library holdings with "Check-list of statutes" published by the National Association of State Libraries and, as soon as this project was well under way, also started listing textbooks and reports preparatory to ordering Library of Congress cards. The detailed classification for each group was prepared after examination of as many of the books belonging to that group as we were able to get together. As was to be expected, subsequent discovery of additional material made necessary frequent revision and expansion of these schedules as well as changes in the shelving arrangement. There are, for example, at least a third more textbooks than the original estimate.

The catalog and shelf list are entirely new; the latest previous record of library holdings was a printed catalog of the Law Department of the State Library, published in 1915, supplemented by incomplete manuscript notes of additions, and a partial list on cards of textbooks, presumably those most in demand. These cards were used as "work slips" in preparing orders for Library of Congress cards. Post-war conditions rendered service

on these orders slower and less satisfactory than usual, which, added to the fact that many of the cards for the older editions which we ordered were out of print, explains the comparatively small proportion of printed cards in the catalog.

The entire project is based on experience in the Law Library of Columbia University; I am one of a large and growing number of widely scattered ex-members of his staff and students of his course in law library administration who gratefully acknowledge their indebtedness to the librarian, Miles O. Price, for his assistance and encouragement. The classification is based on parts of the one in use at Columbia, especially their schedule for Anglo-American law in the reading room; it has been modified for a smaller library and adapted to meet the needs and wishes of the Court and the Missouri bar for whose benefit the library is maintained. The following brief list includes the works of reference which have been most helpful:

Basset, Elsie. A catalog manual for law libraries.  
New York, H. W. Wilson company, 1942.

Contains, in addition to complete and detailed instructions, comprehensive bibliographies of cataloging aids, and sample catalog cards.

Columbia university. Law library. Subject headings in American and English law used in the dictionary catalog of the Columbia university law library.  
New York, School of library science, Columbia university, 1939.

Hicks, F. C. Materials and methods of legal research.  
3d rev. ed. Rochester, N.Y., Lawyers co-operative publishing company, 1942.

Contains lists of British and American law reports, Anglo-American legal periodicals and legal abbreviations.

Hicks, F. C. Yale law library classification.  
Preliminary ed. New Haven, Yale university press, 1939.

A classification similar in type to the one in use here. Contains, in addition to the schedules from which many ideas have been borrowed, a helpful description of each class, notes on cataloging practice, suggested subject headings and bibliographical references.

Price, M. O. A catalog for a law library of 15,000 volumes. New York, School of Library service, Columbia university, 1942.

A photographic reproduction of all the cards in a complete catalog, illustrating the use of both typed and Library of Congress cards and their arrangement in the file. Also supplied, in the absence of a depository catalog, many of the numbers used in ordering Library of Congress cards.

Schiller, A. A. Reclassification and supplemental cataloging of books in the Columbia law library. New York, 1938.

Schiller, A. A. Draft outline of classification of Anglo-American law. Typed copy.

Various check lists, including those published in the Law library journal.

The cataloging and classifying has been done by one cataloger and one assistant, or rather a succession of assistants, six in all. This work included examination to determine which volumes should be discarded, assembling those which were to be kept, marking call numbers on the books, reshelving or supervision of reshelving, and preparation and filing of all cards in both the main catalog and the shelf list. To assist in future ordering, a record was kept of volumes needed to complete sets.

Expressed in terms of statistics, as of June 30, 1948, the end of the fiscal year, the Missouri Supreme Court Library contains 65,450 volumes (bound in 63,568 volumes) divided approximately as follows:

	Volumes	
Law reports	29,000	(including 5000 British and colonial)
Statutes	9,000	(including 600 British and colonial)
Periodicals	3,500	
Textbooks	5,600	
Other law groups	8,400	
Non-legal	10,000	

These volumes are represented in the catalog by 11,384 titles, a title in this case being all the cards required to catalog one book or one set of books. There are in the main catalog 33,592 and in the shelf list 12,781, a total of 46,373 cards of which approximately one-third are printed Library of Congress cards. There are two catalog cases, one of sixty trays for the main catalog and one of twenty trays for the shelf-list, in both of which there is room for several years growth. Current acquisitions are being cataloged, but those received since July 1 will appear in the statistics for the fiscal year 1948/1949.

While law libraries generally have come to appreciate the value of systematic organization, there are always those who continue to think that past practice is adequate for the present and future. It is of course possible for a librarian who has grown up with his library to be sufficiently familiar with the collection and its resources to

serve as a sort of walking catalog; however, librarians being less durable and more movable than the libraries they serve, there always comes a time when efficient administration can be maintained only with the assistance of permanent records kept up to date, and a definite though flexible plan of arrangement. Changes in personnel, such as have taken place here within the past year, emphasize this need; a newly appointed librarian and assistant librarian were fortunate in that most of the law material had been cataloged before they began what would otherwise have been a very difficult assignment.

Substantial additions to the textbook collection are now being made, and the subjects most in need of reinforcement are easily ascertainable by reference to the catalog. An encouraging increase in the number of readers who consult the catalog and their favorable comments would seem to indicate that this tool of research is serving the purpose for which it was designed. To keep such a tool at its highest degree of efficiency constant additions and revisions are required; it frequently happens that a reader's questions or comments suggest such improvements. It is hoped, therefore, that those who use the catalog will call to the attention of the librarian any errors they may discover or any ideas they think might make it more useful.

## DESCRIPTION OF THE CATALOG

This is a dictionary catalog, that is, one in which author, subject, title, added entry and reference cards are in one alphabetical arrangement. It is thus possible by consulting the cards, just as one would consult an encyclopedia, to ascertain whether the library has a specific work or what material is available on a specific subject.

AUTHOR OR MAIN ENTRY CARDS. Each unit (one volume or series of volumes) is represented by a main card (also called the "author" card) and as many subject and added entry cards as may be needed to facilitate location of what the reader wishes to find. The main card may be entered under (a) the author's name, as in the case of a textbook; (b) the editor's name, as in the case of a compilation of works by several authors; (c) a corporate entry, as in the case of a corporation or society; (d) an official entry, as in the case of a government department or bureau; (e) a form entry, as in the case of law reports or statutes; (f) a title entry, as in the case of periodicals.

- Examples:
- (a) Kent, James  
Commentaries on American law.
  - (b) Hargrave, Francis  
A collection of tracts relative to the law of England.
  - (c) American law institute.  
Restatement of the law of contracts.  
Commerce clearing house.  
Federal tax guide service.
  - (d) U.S. Dept. of justice  
Register of the Department of justice.
  - (e) Missouri. Reports. Supreme court  
Reports of cases determined in the Supreme court of Missouri.  
U.S. Laws, statutes, etc.  
United States statutes at large.
  - (f) Journal of criminal law and criminology.

SUBJECT HEADINGS. Subject headings are typed in red above the author entry and may be as many and as varied as the text requires. Their function is to bring together all the material on each subject. In determining the form of subject headings the Columbia University Law Library list has been used as a basis; subdivisions not needed in a smaller collection have been omitted, minor changes have been made usually to conform with Library of Congress cards, and additional subjects have been added for the non-legal material. All subjects used in the catalog, together with the cross references, have been carefully checked on this list, and this procedure should be followed whenever future changes or additions are made.

With broad subjects about which much has been written subdivisions are used, e.g.,

Arbitration - Industrial  
Arbitration - International  
and  
Insurance - Fire  
Insurance - Life  
Insurance - Marine

Another common form of subheading is geographical. No geographical subdivisions are used for American and English law, thus a general work on contracts, one on contracts in Great Britain and one on contracts under United States law, all have the subject "Contracts". Exceptions to this rule are "Constitutional law" and "Constitutional history", which are subdivided:

Constitutional law - Gt. Brit.  
Constitutional law - U.S.  
  
Constitutional history - Gt. Brit.  
Constitutional history - U.S.

Laws of other countries and state and local laws are subdivided geographically, e.g.,

Contracts - Canada  
Contracts - Missouri  
Contracts - Industrial - Canada  
Contracts - Industrial - Missouri

Subject cards are made only for the latest of two or more editions; this applies also to editor cards except when the editions have different editors. When a later edition is received, the secondary cards for the earlier edition are withdrawn from the catalog and either altered to fit or replaced by new ones.

REFERENCE CARDS. Subject reference cards are of two types: (a) "see" references which refer from a form not used to that under which the works desired are to be found; and (b) "see also" references which are filed in front of a group of subject cards and indicate related or subordinate topics.

Examples: (a) Public utilities  
see  
Public service

(b) National banks  
see also  
Banks and banking

Cards of the same type refer from variations in the author's name, as

Mitford, John  
see  
Redesdale, John Freeman-Mitford, 1st baron, 1748-1830

or from the former name of a periodical, as

Monthly western jurist  
see  
Western jurist

A government bureau is usually entered under the name of the bureau with a cross reference under the department to which it belongs, as

U.S. Dept. of commerce. Bureau of corporations  
see  
U.S. Bureau of corporations

CONTINUATIONS, that is, serial publications still being issued, such as periodicals, annual revisions, loose-leaf services, etc., are given what is known as an "open entry", in which space is left for adding new volumes with their dates as received. Usually the cards represent only completed volumes, parts of volumes being temporarily recorded on a serials check list. Volume numbers and dates are written in pencil until the set is complete, then the "open entry" is changed to a "closed entry" by substituting typed volume numbers and dates. As long as the set is not complete, additions are made only to the main and shelf cards, secondary cards record only the first volume in the library, as v.1- (typed) or v.2- (in pencil) with corresponding dates, and a note: "Full record on main card". In general a penciled record indicates either that the publication is still in process or that the library does not have a complete set.

CORNER MARKS, that is, notations in the upper right-hand corner of the main card, are a device for bringing together in the catalog related material which might otherwise be separated. All the cards under one heading are filed by corner marks instead of by title. In this catalog, law reports are corner marked by citation, codes are corner marked to distinguish them from other statutes ( see notes in Classification schedules R and S ), publications of the American law institute are corner marked by the principal word in the title, and decennial reports of the U.S. Bureau of the census are corner marked by date.



CLASSIFICATION  
OF THE  
MISSOURI SUPREME COURT LIBRARY

This classification is made up of descriptive letter or word symbols designating the general groups or classes of books, and numerical notations indicating whatever subdivisions are needed in each class. The schedules follow the pattern of some of those used by Columbia University Law Library; ideas and suggestions from the Yale Law Library classification and from many other sources have been utilized in their preparation.

The Missouri Supreme Court Library is maintained primarily for the use of the Court and the members of the Missouri bar; its classification has been designed to meet their wishes and requirements. Examples of retaining customary arrangements are the U.S. federal and state schedules (reports, statutes, legislative publications, etc.) which place the federal after rather than before the individual state publications, and the shelving of textbooks in alphabetical order instead of classifying them by subject. The non-legal collection is so varied in character as to make its inclusion in a descriptive symbol classification impracticable, so this problem was solved by assigning the letter "Z" to designate the collection and subdividing by Dewey decimal numbers.

The accompanying notes and examples are intended to assist in the classification and cataloging of future acquisitions to this library.

# TABLE OF STATES, TERRITORIES AND DEPENDENCIES

(Used with schedules AR, CV, LP, R and S)

A2	Alabama	M9	Montana
A4	Alaska	N2	Nebraska
A5	American Samoa	N3	Nevada
A6	Arizona	N4	New Hampshire
A8	Arkansas	N5	New Jersey
C2	California	N6	New Mexico
C3	Canal Zone	N7	New York
C6	Colorado	N8	North Carolina
C8	Connecticut	N9	North Dakota
D2	Dakota	N92	Northwest Territory
D3	Delaware	Oh3	Ohio
D6	District of Columbia	Ok5	Oklahoma
F6	Florida	Or7	Oregon
G4	Georgia	P4	Pennsylvania
G9	Guam	P6	Philippines
H3	Hawaii	P9	Puerto Rico
Id2	Idaho	R4	Rhode Island
Il3	Illinois	S6	South Carolina
In4	Indian Territory	S8	South Dakota
In6	Indiana	T2	Tennessee
Iw8	Iowa	T4	Texas
K2	Kansas	U8	Utah
K4	Kentucky	V5	Vermont
L8	Louisiana	V7	Virgin Islands of the U.S.
M2	Maine	V8	Virginia
M3	Maryland	W2	Washington
M4	Massachusetts	W4	West Virginia
M5	Michigan	W6	Wisconsin
M6	Minnesota	W8	Wyoming
M7	Mississippi		
M8	Missouri		

## SYMBOLS.

AR	Administrative reports (State)
ARA	Administrative reports (Federal)
BA	Bar associations
Biog	Biography
CC	City charters and local ordinances
CF	Conferences and congresses
CV	Constitutional conventions (State)
CVA	Constitutional conventions (Federal)
DL	Dictionaries (Legal)
E	Encyclopedias (General)
EL	Encyclopedias (Legal)
F	Foreign law
GR	General reference
H	History
Int	International law
LLS	Loose-leaf services
LM	Legal miscellany
LP	Legislative publications (State)
LPA	Legislative publications (Federal)
LS	Library science
MA	Missouri agencies (State)
MAL	Missouri agencies (Local)
P	Periodicals (Legal)
R	Reports (State courts)
RA	Reports (United States courts)
RB	Reports (British courts)
RC	Reports (British colonial courts)
S	Statutes (State)
SA	Statutes (Federal)
SB	Statutes (British)
SC	Statutes (British colonial)
T	Textbooks
Trials	Trials
Z	Non-legal (Miscellaneous)

AR - ADMINISTRATIVE REPORTS (STATE)

For each state use notation from Table of states followed by decimal.

- .1 General
- .2 Attorney General
- .3 Commerce commission
- .4 Corporation commission
- .5 Labor relations
- .6 Public service
- .62 Railroad commission
- .7 Tax commission
- .8 Unemployment compensation
- .9 Workmen's compensation; Industrial commission; Industrial accidents

This class is made up of reports of the decisions of administrative courts and other state agencies having court jurisdiction.

Reports not containing decisions and reports of agencies not having court jurisdiction are classed Z, except Missouri agencies which are classed MA or MAL.

Reports of more than two agencies published together are classed .1; two agencies are entered and classed with the first and have an added entry under the second.

Examples:

- AR/P4.2 Pennsylvania. Attorney general's office  
Official opinions.
- AR/M8.6 Missouri. Public service commission  
Reports of decisions.  
(The general report of this commission is  
classed MA/P96)

Shelved on South Mezzanine.

ARA - ADMINISTRATIVE REPORTS (FEDERAL)

- 2 Attorney general's office
- 2.5 General accounting office
- 3 Federal communications commission
- 3.5 Federal trade commission
- 4 Department of the interior; General land office; Land reports
- 4.3 Pension and bounty land claims
- 5 Interstate commerce commission
- 5.3 Motor carrier reports
- 5.5 Valuation reports
- 5.6 Digests
- 5.7 Indexes; Notes
- 6 National labor relations board
- 6.2 Labor relations reference manual (containing digests of N.L.R.B. and court decisions)
- 6.5 Patent office
- 6.7 Securities and exchange commission
- 7 Board of tax appeals
- 7.1 Tax court
- 7.5 Treasury department. Synopsis of decisions
- 7.6 First comptroller
- 7.61 Second comptroller
- 7.62 Comptroller
- 7.64 Office of internal revenue
- 7.67 Solicitor
- 8 War department
- 8.2 Judge advocate general
- 8.5 Board of contract adjustment
- 9 Workmen's compensation; Solicitor of the Department of labor

This class is made up of reports of the decisions of administrative courts and federal departments, bureaus and commissions having court jurisdiction.

Reports not containing decisions and reports of federal agencies not having court jurisdiction are classed Z.

Examples:

- ARA/5 U.S. Interstate commerce commission  
Interstate commerce reports... Decisions.
- ARA/5.5 U.S. Interstate commerce commission  
Interstate commerce reports... Valuation reports.
- ARA/6 U.S. National labor relations board  
Decisions and orders.

Shelved on South Mezzanine.

## BA - BAR ASSOCIATIONS

This class is made up of reports, proceedings, etc.; issued by bar associations and similar organizations, national, state and local.

Bar journals containing articles on legal subjects are classed P.

(a) Voluntary organizations are entered under corporate name or name in general use, preferring the form beginning with place name, with cross references from other forms.

(b) Official organizations are entered under place name in official entry form.

In one alphabetical arrangement, with Cutter numbers from the first word of the entry or from place name.

### Examples:

- (a) BA/Am3 American bar association.  
BA/N44 Association of the bar of the city of New York.  
BA/Ok4 Oklahoma and Indian territory bar association.  
BA/Ok41 Oklahoma state bar association.  
BA/M7 Missouri bar association.  
Reorganized, 1944, as
- (b) BA/M71 Missouri. Bar.

Shelved on South Mezzanine.

## BIOG - BIOGRAPHY

- 3 Collections (Cutter from title or editor)
- 3.1 Individual (Cutter from biographee, with initial for the author when there is more than one biography of the same person)

This class includes both legal and non-legal material.

Shelved in basement. Biographical reference works which are needed in the Reading Room are classed GR/3

## CC - CITY CHARTERS AND LOCAL ORDINANCES

This class is made up of the texts of charters, ordinances and codes of cities of the United States, and state laws applicable to those cities.

In one alphabetical arrangement with Cutter numbers from names of cities and date of edition on third line of call number.

Entered under the name of the city followed by

- (a) Charters (for charter only)
- (b) Ordinances, etc. (for ordinances only or for charter and ordinances)  
or
- (c) Under the name of the state followed by  
Laws, statutes, etc. (for state laws applicable to city) with subject indicating city.

Examples:

- (a) CC/Sa3/1915 St. Louis. Charters  
Charter of the city of St. Louis, 1915.
- (b) CC/J35/1941 Jefferson City, Mo. Ordinances, etc.  
The revised ordinances of the city of  
Jefferson, 1941.  
CC/K13/1946 Kansas City, Mo. Ordinances, etc.  
The charter, administrative code and  
revised ordinances of Kansas City, Missouri.  
1946.
- (c) CC/Sa3/1861 Missouri. Laws, statutes, etc.  
Laws of the state of Missouri specially  
applicable to Saint Louis county. 1861.  
(Subject: St. Louis law)

Local laws applying to all the cities in a state are classed .8 in the statutes for that state and treatises on local government are classed T.

Local laws of British, British colonial, and foreign cities are classed SB, SC, and F, respectively.

Shelved on South Mezzanine.

## CF - CONFERENCES AND CONGRESSES

This class is made up of reports of conferences, congresses and conventions other than constitutional conventions, in one alphabetical arrangement with Cutter numbers from the first or principal word of the name of the conference.

### Examples:

- CF/At8 Attorney general's conference on crime, Washington, D.C., 1934  
Proceedings.
- CF/N2 National conference of commissioners on uniform state laws  
Handbook and proceedings.
- CF/N167 National association of railway commissioners  
Proceedings.

International conferences are classed Int/1.5.

Conferences of bar association delegates are classed BA.

Conferences on non-legal subjects are classed with the subject in Z, e.g., Z/630 National agricultural conference.

Shelved on South Mezzanine.

## CV - CONSTITUTIONAL CONVENTIONS (STATE) CVA - CONSTITUTIONAL CONVENTIONS (FEDERAL)

These classes are made up of official material published by or relating to the conventions. They include reports prepared by other agencies for use of the conventions.

State conventions have Cutter numbers from the Table of states, with date of convention on the third line of the call number and, when necessary, an initial on the fourth line to distinguish separate publications (Z1, Z2, etc., indicates material prepared for use of the convention).

### Examples:

- CV/M8/1943/J Missouri. Constitutional convention, 1943-1944  
Journal.
- CV/N7/1915/Z3 Bureau of municipal research, New York  
The constitution and government of the state  
of New York: an appraisal.  
(Prepared for the Constitutional convention  
commission)



CVA/Y2

U.S. Constitutional convention, 1787  
Secret proceedings and debates... from the  
notes taken by Robert Yates.

Texts of constitutions are classed S (state) or SA (federal).  
Treatises on constitutional conventions are classed T.

Shelved on South Mezzanine.

#### DL - DICTIONARIES (LEGAL)

This class is made up of Anglo-American and foreign law dictionaries, both general and special; it includes legal maxims and collections of words and phrases.

##### Examples:

DL/B56/1944	Black, Henry Campbell Black's law dictionary.
DL/L42/1718	The Law-French dictionary.
DL/St8/1903	Stroud, F. The judicial dictionary, of words and phrases judicially interpreted.
DL/B79/1911	Broom, Herbert A collection of legal maxims.

General and foreign language dictionaries are classed GR/4.

Shelved in Reading Room.

#### E - ENCYCLOPEDIAS (GENERAL)

This class is made up of general encyclopedias, chiefly earlier editions, and special subject non-legal encyclopedias which are not needed for general reference. They are arranged alphabetically by means of Cutter numbers from the titles.

Similar encyclopedias which are needed in the Reading Room are classed GR/5.

Shelved in Basement.

## ECCL - ECCLESIASTICAL LAW

This class is made up of texts, commentaries and treatises on ecclesiastical and canon law. As the collection is small no subdivisions are used.

Shelved on South Mezzanine.

## EL - ENCYCLOPEDIAS (LEGAL)

This class includes all Anglo-American legal encyclopedias, in one alphabetical arrangement with Cutter numbers from titles. All have subject: Encyclopedias - Legal; and those on special subjects have an additional card with this special subject and the subdivision: Encyclopedias, e.g., The encyclopedia of evidence has subjects: Encyclopedias - Legal and Evidence - Encyclopedias.

Shelved in the Reading Room.

## F - FOREIGN LAW

- 1 General
- 2 Greek law (Ancient)
- 3 Roman law
  - 3.1 Gaius
  - 3.2 Corpus juris (Justinian)
    - 3.21 Institutiones
    - 3.22 Digesta
    - 3.23 Constitutiones
  - 3.5 Treatises (incl. History)
  - 3.7 Special subjects
  - 3.8 Medieval Roman
  - 3.9 Roman in modern law
- 5 European law (General, incl. History)
  - 5.1 Medieval (all countries prior to 1800)
  - 5.2 Modern (1800 to date) Cutter by countries.
- 7 Latin America (General, by date without Cutter number; particular countries Cutter from name of the country)
- 8 Other countries
- 9 Legal systems not confined to one country (e.g., Jewish law, Mohammedan law, etc.)

The foreign law collection is small. In case of extensive additions a more detailed classification will be required.

When Roman is used in the sense of civil law, class with the country discussed; most of the so-called "Pandectenrecht" is German rather than Roman law.

Examples:

F/3.5/M19	Mackeldey, Ferdinand Handbook of the Roman law.
F/3.8/Sa9	Savigny, Friedrich Karl von The history of the Roman law during the middle ages.
F/5/G7	The Continental legal history series.
F/5.2/F8/St9	Stumberg, George Wilfred Guide to the law and legal literature of France.
F/5.2/G3	Germany. Laws, statutes, etc. The German civil code.
F/7/M5/F9	Fuller, Elmer Dean Handbook of the law of Mexican commercial corporations.

Shelved on South Mezzanine.

GR - GENERAL REFERENCE

- 1 Abbreviations
- 2 Bibliography (incl. reference manuals, legal research, use  
of law books)
  - 2.1 General
  - 2.2 Special subject
  - 2.3 Law library catalogs
  - 2.31 Check lists
  - 2.4 General library catalogs
  - 2.5 Sales catalogs, lists of best books, etc.
  - 2.7 Book reviews
  - 2.8 Indexes
- 3 Biography (Collections)
  - 3.1 Biography (Individual)  
Used only for books kept in Reading Room, other biographies  
classed Biog.
  - 3.3 Directories

- 4 Dictionaries (English language, general, incl. synonyms)
- 4.3 Dictionaries, Special subjects, non-legal (Legal dictionaries classed DL)
- 4.31 Maxims, quotations
- 4.5 Dictionaries, Foreign language
- 5 Encyclopedias (General) Used only for those kept in the Reading Room, other general encyclopedias are classed E, and legal encyclopedias are classed EL.
- 6 Annuals, yearbooks and similar material (incl. Government manual)
- 7 Atlases, gazeteers, etc.
- 8 Missouri miscellaneous (non-legal reference books)
- 9 Other reference material

This class, as indicated by its subdivisions, contains such legal and non-legal works as are needed for general reference purposes.

Shelved in Reading Room and Basement.

## H - HISTORY

- 1 Universal history (including more than one continent)
- 1.2 Collected works (addresses, essays, etc., in some cases only partly historical)
- 1.5 Periodicals
- 1.6 Societies
- 1.7 Description, travel and exploration
- 1.8 Greek history (Ancient)
- 1.9 Roman history
- 2 Africa (subdivided like H/4)
- 3 Asia (subdivided like H/4)
- 4 Europe
- 4.2 Collected works
- 4.5 Periodicals
- 4.6 Societies
- 4.7 Description, travel and exploration (general, material concerning a specific country is classed with that country in H/8)
- 4.8 Separate countries (Cutter by country)

- 5 North America as a whole and separate countries except U.S.  
.. (subdivided like H/4)
- 6 United States
  - 6.1 Revolutionary war
  - 6.12 War of 1812
  - 6.13 War with Mexico
  - 6.15 Civil war
  - 6.17 Spanish-American war  
(European war, 1914-1918 classed Int/6.7; World war, 1939-1945  
classed Int/6.8)
  - 6.2 Collected works
  - 6.5 Periodicals
  - 6.6 Societies
  - 6.7 Description, travel and exploration (general; material concerning  
a sepcific state classed with that state in H/6.8)
  - 6.8 State history (Cutter number from Table of states; cities  
included in the state to which they belong)
  - 6.9 Expositions, worlds fairs, historical anniversaries
- 7 Central America and the West Indies (subdivided like H/4)
- 8 South America (subdivided like H/4)
- 9 Oceania

A few works on the history of Missouri are classed GR/8; other-  
wise no attempt has been made to segregate the historical material which  
is semi-legal in character.

History of law is classed T; history of international law Int/3  
and other histories of specific subjects are classed with the subject.

Regimental histories are classed with the war to which they relate;  
registers of soldiers containing little or no historical material are classed  
with archives of the state to which they belong in H/6.8, or with Genealogy  
in Z/929.

Examples:

- |             |  |
|-------------|--|
| H/1/H18     | Hammerton, Sir John Alexander<br>The illustrated world history.      |
| H/1.5/C9    | Current history, the monthly magazine of world<br>affairs.           |
| H/1.7/In8   | International polar expedition to Point Barrow,<br>Alaska<br>Report. |
| H/4.8/F8/G9 | Guizot, Francois Pierre Guillaume<br>A popular history of France.    |

H/6.8/C8/N4    New Haven (Colony)  
                  Records of the colony and plantation of New  
                  Haven, 1638 to 1649.  
H/6.8/D3        Delaware. Public archives commission  
                  Delaware archives. Military and naval records.

Shelved in Basement.

INT - INTERNATIONAL LAW

- 1        Bibliography
- 1.3     Societies (voluntary)
- 1.5     Societies (official), conferences and congresses
- 1.7     Codification and codes
- 1.9     Cases (general; Claims and arbitration cases classed Int/5.7)
  
- 2        Official documents
- 2.1     State department publications
  
- 2.5     Treaties (Texts) (European war and World war treaties classed  
                  Int/6.7 and Int/6.8 respectively)
  
- 3        Treatises (incl. History)
  
- 4        Political organization
- 4.1     The state (incl. Sovereignty, Exterritoriality)
- 4.2     Treaty power and works about treaties
- 4.3     Diplomatic and consular service
- 4.5     Nationality; Citizenship; Aliens (incl. Alien property)
- 4.6     Minorities
- 4.8     Colonies; Territorial expansion
  
- 5        International relations (International cooperation; World  
                  politics; Peace plans)
- 5.1     Foreign relations of the United States
- 5.2     Interrelations of other countries
  
- 5.3     International organization
- 5.31    League of nations
- 5.32    United nations (preliminary, to adoption of charter)
- 5.33    United Nations (Organization)
  
- 5.5     International disputes
- 5.51    Boundaries
- 5.52    Arbitration
- 5.53    Permanent court of international justice
  
- 5.56    International commissions (Boundary commissions are classed  
                  Int/5.51; Claims commissions, Int/5.7)
  
- 5.7     Claims and arbitration cases

- 6 War
  - 6.1 Belligerency; Neutrality; Trading with the enemy
  - 6.5 Wars between nations prior to 1914, except those involving the United States which are classed with U.S. History (see H/6)
  - 6.7 European war, 1914-1918 (incl. peace treaties and reconstruction)
  - 6.8 World war, 1939-1945 (incl. peace treaties and reconstruction)
- 7 Maritime law
- 8 Commerce; Interoceanic canals; Commercial aviation
- 9 Private international law

This class is made up of works on international law and international relations; the subdivisions indicate the various types of material included.

Periodicals on international law are classed P.

See also reports of Senate and House committees of United States Congress which deal with foreign relations (classed LPA)

Examples:

- Int/1.5/P19 Pan American union  
Bulletin
- Int/1.7/F45 Field, David Dudley  
Outlines of an international code.
- Int/1.9/Sn6 Snow, Freeman  
Cases and opinions on international law.
- Int/2.1/Un3 U.S. Dept. of state  
Papers relating to the foreign relations of the United States
- Int/2.5/Un3 U.S. Dept. of state  
Compilation of treaties in force.
- Int/3/M78 Moore, John Bassett  
A digest of international law.
- Int/4.2/C85 Crandall, Samuel Benjamin  
Treaties, their making and enforcement.
- Int/4.5/B64 Borchard, Edwin Montefiore  
The diplomatic protection of citizens abroad.
- Int/4.6/G61 Goodhart, Arthur Lehman  
Poland and the minority races.
- Int/5.32/J8 United nations conference on international organization, San Francisco, 1945  
Journal.
- Int/5.33/C3 United nations (organization) Charter  
Charter of the United nations.

Int/5.51/Un31    International boundary commission (U.S. and Gt.Bt.)  
                                  Joint reports.  
 Int/9/W55        Wharton, Francis  
                                  A treatise on the conflicts of laws; or,  
                                  Private international law.

Shelved on South Mezzanine.

#### LLS - LOOSE LEAF SERVICES

This class is made up of the loose leaf services such as are published by the Commerce clearing house and Prentice-Hall. They are arranged in alphabetical order by means of Cutter numbers from the name of the publishers, followed by small letters to distinguish titles.

Works other than services published in loose leaf form are classed with bound volumes on the same subjects.

Current services are shelved in the Reading Room, others in Basement.

#### LM - LEGAL MISCELLANY

This class is made up of legal and semi-legal works of the types indicated by the subdivisions.

- 1        Essays and collected works all or partly legal on various subjects.  
           (Collections on one subject are classed with the subject)
- 3        Forensic oratory (treatises)
- 3.1      Orations; Juridical arguments
- 5        Anecdotes, facitiae, legal novels, personal experiences
- 7        Law and literature
- 8        Law and social science

#### Examples:

LM/1/B22    Bancroft, Hubert Howe  
                                  In these latter days.  
 LM/1/F45    Field, David Dudley  
                                  Speeches, arguments and miscellaneous papers.



LM/1/T3      Thayer, James Bradley  
                     Legal essays.  
 LM/5/F7      Foss, Edward  
                     Memories of Westminster Hall.  
 LM/5/Ab3     A'Beckett, Gilbert Abbott  
                     The comic Blackstone.  
 LM/7/B81     Browne, Irving  
                     Law and lawyers in literature.

Shelved on South Mezzanine.

#### LP - LEGISLATIVE PUBLICATIONS    (STATE)

For each state use notation from Table of states followed by decimal.

- .1      Journals and proceedings (official)
- .2      Periodicals (unofficial)
- .3      Legislative manuals (Blue books)
- .31     Senate
- .32     House
- .4      Committee hearings and reports (Joint committees)
- .41     Senate committees
- .42     House committees
- .5      Governors' addresses, messages and public papers.
- .6      Other publications of legislative bodies

This class is made up of the publications issued by the legislative bodies of the states of the United States, messages presented to them and material prepared for their use.

Statutes and session laws enacted by these legislative bodies are classed S.

#### Examples:

LP/M8.1      Missouri. General assembly  
                     Journals of the Senate and House of representatives.  
 LP/M4.3      Massachusetts. General court  
                     A manual for the use of the General court.  
 LP/N7.5/1943   New York (State) Governor, 1943-      (T.E.Dewey)  
                     Public papers of Thomas E. Dewey, fifty-first  
                     governor of the state of New York.

Shelved on South Mezzanine.

LPA - LEGISLATIVE PUBLICATIONS (FEDERAL)

- 1 Journals and proceedings (official)
  - 1.1 Senate
  - 1.2 House
- 2 Periodicals (unofficial)
- 3 Legislative manuals
  - 3.1 Senate
  - 3.2 House
- 4 Committee hearings and reports (Joint committees)
  - 4.1 Senate
  - 4.2 House
- 5 Presidential addresses, messages and public papers
- 6 Other publications (cataloged separately)
  - 6.1 Senate
  - 6.2 House
- 7 Other publications (cataloged as series)
  - 7.1 Senate documents
  - 7.2 House documents
- 9 Catalogs and indexes of government documents

This class is made up of publications issued by the Senate and House of Representatives of the United States, messages delivered to them and material prepared for their use.

Senate and House reports (LPA/4) are cataloged either separately or as a series, the most important and most used having been selected for separate treatment. They are arranged alphabetically by means of Cutter numbers from the principal word in the name of the committee. This section includes publications of various authors, institutions and federal agencies, prepared for or ordered printed by the committees, which are classed with the committee to which they were referred.

The same procedure is followed for LPA/6 and LPA/7; some of the documents selected for separate cataloging are classed with their subjects or with the secondary series to which they belong.

Indexes and catalogs of government documents are classed here (LPA/9) because they are used chiefly in connection with the documents cataloged as series; the card catalog serves as an index to those cataloged separately.

Examples:

LPA/4/R3	U.S. Congress. Special joint committee on revision of the laws Reports.
LPA/4.1/F4h	U.S. Congress. Senate. Finance committee Reciprocity with Canada. Hearings.
LPA/4.1/F4g	U.S. Commission on international exchange Gold standard in international trade. (Referred to the Committee on finance of the Senate) <sup>a</sup>
LPA/4.2/W3t	U.S. Congress. House. Committee on ways and means Tariff hearings.

Shelved on South Mezzanine or in Basement.

LS - LIBRARY SCIENCE

A small collection of works on library administration and cataloging used chiefly by the library staff.

Shelved in Reading Room.

MA - MISSOURI AGENCIES (STATE)

This class is non-legal; it is made up of annual and special reports of Missouri departments, bureaus, commissions, etc., which do not contain decisions. Reports containing decisions are classed AR/M8.1 - AR/M8.9.

Arranged alphabetically by means of Cutter numbers from the principal word in the name of the agency.

Examples:

MA/H53	Missouri. State highway commission Biennial report.
MA/L2	Missouri. Dept. of labor and industrial inspection Annual report.

Shelved on South Mezzanine.

## MAL - MISSOURI AGENCIES (LOCAL)

Arranged alphabetically by means of Cutter numbers from the place name, followed by small letters to indicate the agency.

### Examples:

MAL/K2f      Kansas City, Mo. Board of fire and water  
                                 commissioners  
                                 Report.  
MAL/Sa2ci    St. Louis. City plan commission  
                                 Annual report.

Shelved on South Mezzanine.

## P - PERIODICALS

This class includes all legal and semi-legal periodicals, both general and special. Arranged in alphabetical order by means of Cutter numbers from the titles of the periodicals or the names of the organization issuing them. Non-legal periodicals are classed Z.

### Examples:

P/Am2      American academy of political and social science  
                                 Annals.  
P/J83      Journal of criminal law and criminology.  
P/M67      Missouri bar journal.

Shelved in Reading Room.

## REPORTS ( R, RA, RB, RC )

Reports are usually given a form entry in which the word Reports follows the place name of the jurisdiction. Collections of reports of three or more courts are entered as, e.g.,

U.S. Reports  
Gt. Brit. Reports  
Missouri. Reports

and reports of a single court as, e.g.,

U.S. Reports. Supreme court  
Gt. Brit. Reports. Court of King's bench  
Missouri. Reports. Supreme court

A work including decisions of two courts is entered under the first, with an added entry for the second.

Digests, citations and indexes add a word in parenthesis to the heading, as, e.g.,

U.S. Reports. Supreme court (Digests)  
New York (State) Reports (Citations)  
Virginia. Reports. Supreme court of appeals (Indexes)

When a title entry is used, a secondary card is made for the form entry, as, e.g., Supreme court reporter (National reporter system) has an added entry under U.S. Reports. Supreme court.

All reports have citation corner marks (from list of Anglo-American legal abbreviations in Hicks, F.C. Materials and methods of legal research. 3d ed., 1942)

#### R - REPORTS (STATE)

This class is made up of reports of American state courts.

For each state use notation from Table of states followed by decimal to indicate subdivision.

- R Three or more courts
- .1 Supreme court (incl. reports of other courts when they are part of an official set. Arranged by dates if there are no continuous volume numbers)
  - .2 Court of appeals
  - .3 Other courts (subdivided .31, .32, etc., for each state as needed)
  - .4 Reports on special subjects (incl. Miscellaneous reports; Conflicting cases) Cutter number from subject.
  - .5 Local courts
  - .6 Digests (general; digests of decisions in a particular set of reports are classed with the set)
  - .7 Indexes (not part of a set), annotations, tables and citations other than Shepard's
  - .8 Shepard's citations

There are slight variations in the above schedule to conform to volume numbers assigned after publication, or to preserve a logical shelf arrangement.

Reports of administrative courts and other state agencies having court jurisdiction are classed AR.

Shelved in Reading Room.

RA - REPORTS (FEDERAL)

- 1 Supreme court (official edition)
  - 1.2 Curtis
  - 1.3 Miller
  - 1.4 Lawyers' edition
  - 1.5 Other editions
  - 1.6 Digests
  - 1.7 Annotations, indexes, citations other than Shepard's
  - 1.8 Shepard's citations
  - 1.9 Miscellaneous
- 2 Lower federal courts
  - 2.1 Federal cases
  - 2.2 Federal reporter
  - 2.21 Federal reporter (2d series)
  - 2.3 Federal rules decisions
  - 2.4 Federal supplement
  - 2.6 Federal digest
  - 2.8 Federal report citations
- 3 Court of appeals
  - 3.1 Circuit court of appeals
  - 3.2 Circuit and District courts
  - 3.5 Court of claims
  - 3.56 Court of claims digest (6 to indicate digests may be added to other court numbers where needed)
  - 3.6 Court of customs
  - 3.62 Court of customs and patent appeals
  - 3.7 Court for China
  - 3.9 Other courts
- 4 Special subject reports and digests (incl. collections of decisions of the courts of various states)
- 5 Contested elections, U.S. Congress
  - 5.1 Senate
  - 5.2 House
- Annotated reports series
- 6 Lawyers reports annotated
  - 6.71 Lawyers reports annotated (2d series)
  - 6.72 Indexes, digests, etc. of both series
- Reporter systems
  - 7.1 Central reporter
  - 7.2 Eastern reporter
  - 7.3 New England reporter

- 7.4 Western reporter
- 7.5 West Coast reporter
- 8 National reporter system
  - 8.1 Atlantic reporter
  - 8.12 Atlantic reporter (2d series)
  - 8.16 Digests
  - 8.17 Annotations, blue books, indexes
  - 8.18 Shepard citations
- 8.2 North eastern reporter
- 8.3 Northwestern reporter
- 8.4 Pacific reporter
- 8.5 South eastern reporter
- 8.6 Southern reporter
- 8.7 South western reporter
  - 8.2 - 8.7 are subdivided like 8.1
- 8.9 Blue books, tables, etc. for entire National reporter system
- 9 American digest. Century edition
  - 9.1 Decennial edition
  - 9.12 2d decennial edition
  - 9.13 3d decennial edition
  - 9.14 4th decennial edition
  - 9.15 5th decennial edition
- 9.2 General digest, American digest system
- 9.21 General digest, American digest system (2d series)
- 9.3 Descriptive word index
- 9.7 Annotations, citations, indexes, etc., which cover both English and American courts; or decisions of American courts both state and federal.

American and British reports together are classed with the American.

Reports of U.S. administrative courts and other agencies having court jurisdiction are classed ARA.

Court rules of federal courts are classed SA/4.

In addition to those classed RA/8, other reports belonging to the National reporter system are

- RA/2.1 Federal cases
- RA/2.2 Federal reporter
- RA/2.4 Federal supplement
- R/N7/S New York supplement

Shelved in Reading Room.

RB - REPORTS (BRITISH)

- 1 Three or more courts
- 2 Individual courts (In one alphabetical arrangement with  
Cutter numbers from citations)
- 3 Reports on special subjects (In one alphabetical arrangement  
with Cutter numbers from citations)
- 4 Abridgments
- 5 Digests (general, incl. entries and other material in  
digest form)  
Digests of decisions in one set of reports are classed with  
that set.
- 5.1 Annotations, citations, etc.
- 5.2 Indexes and tables
- 6 Irish reports
- 6.5 Digests
- 6.51 Annotations, citations, etc.
- 6.52 Indexes and tables
- 7 Scotch reports (Subdivided like 6)
- 8 Welsh reports (Subdivided like 6)

Shelved on North Mezzanine.

RC - REPORTS (BRITISH COLONIAL)

- A7 Australian reports
- A7.5 Digests
- A7.6 Provincial courts
- .61 New South Wales
- .62 Queensland
- .63 South Australia
- .64 Tasmania
- .65 Victoria
- .66 Western Australia
- C2 Canadian reports
- C2.5 Digests



C2.6 Provincial courts  
     .61 Alberta  
     .62 British Columbia  
     .63 Manitoba  
     .64 New Brunswick  
     .65 Northwest Territories  
     .66 Nova Scotia  
     .67 Ontario (Upper Canada)  
     .677 Prince Edward Island  
     .68 Quebec (Lower Canada)  
     .69 Saskatchewan  
     .697 Yukon Territory

In2 India

N5 New Zealand

N7 Newfoundland

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#### STATUTES (S, SA, SB, SC)

These classes are made up of statutory and related material, both official and unofficial; such works are usually given a form entry consisting of the name of the country or geographical subdivision followed by Laws, statutes, etc., e.g.,

U.S. Laws, statutes, etc.  
 Missouri. Laws, statutes, etc.  
 Great Britain. Laws, statutes, etc.  
 Canada. Laws, statutes, etc.

All cards for codes are corner marked: Codes, Codes/Civ., Codes/Cr., etc., and are filed in front of cards with same headings not so corner marked.

Constitutional conventions are classed CV (state) or CVA (federal).

Legislative journals are classed LP (state) or LPA (federal).

Treatises in which a compilation of laws is used to illustrate the subject discussed are classed T.

## S - STATUTES (STATE)

For each state use notation from table of states followed by decimal to indicate subdivision.

- .1 Constitutions (arranged by date of publication) Works on constitutional law and constitutional history are classed T.
- .2 Session laws (Official edition without Cutter number; other editions have A, B, etc. on third line of classification).
- .21 Compilations (official)
- .22 Digests
- .23 Indexes, tables, citations, notes.
- .3 Executive, department and commission orders having the force of law
- .4 Court rules
- .5 Codes (collections or single general codes)
  - .51 Civil codes
  - .52 Civil procedure codes
  - .53 Criminal codes
  - .54 Criminal procedure codes
  - .55 Administrative codes; Political codes
  - .59 Other codes
- .6 Codification and statutory revision commissions
- .7 Single laws and collections of laws on one subject
- .8 Local government (general state laws) Charters and ordinances of individual cities are classed CC.
- .9 Miscellaneous statutory material.

Shelved in Reading Room.

## SA - STATUTES (FEDERAL)

Subdivided like S, omission of state notation causing a change in location of the decimal point.

- 1 Constitutions
- 2 Session laws
- 2.1 Compilations  
etc., to and including 7
- 8 State law collections
- 9 Laws concerning Indians

SB - STATUTES (BRITISH)

Subdivided, 1-7 like SA

8 Ireland, Scotland and Wales  
8.1 Ireland  
8.2 Scotland  
8.3 Wales

SC - STATUTES (BRITISH COLONIAL)

A7 Australia

C2 Canada

N7 Newfoundland

Subdivided by adding .1 - .7 like S; .8 is used for provincial laws and may be further subdivided when necessary. Such subdivisions for the Canadian provinces are

C2.81 Alberta  
.82 British Columbia  
.83 Manitoba  
.84 New Brunswick  
.85 Northwest Territories  
.86 Nova Scotia  
.87 Ontario  
.877 Prince Edward Island  
.88 Quebec  
.89 Saskatchewan  
.897 Yukon Territory

An additional figure may be added to indicate further subdivision, as, e.g., SC/C2.812 to designate Session laws of Alberta; SC/C2.8821 Revised statutes of Quebec.

Shelved on South Mezzanine.

## T - TEXT BOOKS

This class is made up of treatises on Anglo-American law, general and special. They are arranged in alphabetical order by Cutter numbers for authors, editors, titles or issuing organizations. Small letters following the Cutter number are used to distinguish different titles by the same author and the imprint date on the third line is used to distinguish editions.

### Examples:

T/Ab71c/1939	Abbott, Austin Criminal trial practice.
T/Ab71t/1918	Abbott, Austin Trial evidence. 2d ed., 1918.
T/Ab71t/1931	Abbott, Austin Trial evidence. 2d ed., 1931.

A numbered series of treatises or monographs, as, e.g., The Law library, is cataloged as a set with an analytic card for each monograph.

Because the present holdings on these subjects are small, comparative law, history of law, jurisprudence and medical jurisprudence are included in this class. A substantial increase in works on any one of these subjects would make advisable a reclassification of that subject under a separate symbol.

The latest edition of each text is shelved in the Reading Room; earlier editions are shelved in the Basement.

## TRIALS - TRIALS

This class is made up of civil and criminal, collected and individual trials in all jurisdictions. Alphabetically arranged by Cutter numbers for the editors or titles of collections, for defendants in criminal cases, and for plaintiffs in civil cases.

Trials of war criminals are classed Int/6.8 (World war, 1939-1945)

### Examples:

Trials/B91	Burke, Peter Celebrated trials.
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Trials/C7	A complete collection of state-trials and proceedings for high-treason.
Trials/W39	Bemis, George Report of the case of John W. Webster, indicted for the murder of George Parkman.
Trials/B94	Burr, Aaron Reports of the trials of Colonel Aaron Burr for treason.
Trials/W12	Wabash railroad company The Wabash railroad company vs. John J. Hannahan.
Trials/Sa2	St. Louis The city of St. Louis, plaintiff, versus the St. Louis gas light company, defendants.
Trials/R72	Dwight, Theodore William Argument in the Court of Appeals of the state of New York, in the Rose will case.

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#### Z - NON-LEGAL MATERIAL

Classified according to Dewey's Abridged decimal classification, ed.6, 1945, in which the numbers used have been checked.

These are books on widely varied subjects in all catagories of the Dewey system, and not of the type one would expect to find in a law library. They were acquired when the Missouri Supreme Court Library was the Missouri State Library, composed of a "Law Department" and a "Miscellaneous Department", and it is hoped that arrangements may eventually be made for their transfer to the present Missouri State Library, or some other library where they will be more useful.

Shelved in Basement.

#### SHELVING GUIDE

AR	South Mezzanine
ARA	South Mezzanine
BA	South Mezzanine
Biog	Basement
CC	South Mezzanine
CF	South Mezzanine
CV	South Mezzanine
CVA	South Mezzanine
DL	Reading Room

<u>B</u>	Basement
<u>EL</u>	Reading Room
F	South Mezzanine
GR	Reading Room
H	Basement
Int	South Mezzanine
LLS	Reading Room
LM	South Mezzanine
LP	South Mezzanine
LPA	South Mezzanine and Basement
LS	Reading Room
MA	South Mezzanine
MAL	South Mezzanine
P	Reading Room
R	Reading Room
RA	Reading Room
RB	North Mezzanine
RC	North Mezzanine
S	Reading Room
SA	Reading Room
SB	South Mezzanine
SC	South Mezzanine
T	Reading Room
Trials	South Mezzanine
Z	Basement

Earlier editions than those in the Reading Room and duplicates of all classes are shelved in the Basement; exceptions to this rule are Missouri statutes and reports and a few other works which, on account of constant demand, have two copies in the Reading Room.

A small collection of rare books is kept in a locked case.

Recent volumes of the St. Louis Globe-Democrat are on wall shelves in the Reading Room. (This set is classed Z/070/Sa3, and earlier volumes are shelved in the Basement.)

Basement shelving is indicated on the books by a letter "B" on each volume, and on the catalog cards by (a) the word Basement stamped above the call number, (b) a cataloger's note: "Copy 2 shelved in basement" or "All except last edition shelved in basement" (c) by Z or non-legal classification.

The letter "X" above the classification number indicates a rare book shelved in locked case.

## CATALOGER'S ROUTINE

Check books ready for cataloging with cards already in the catalog to ascertain whether they are entirely new publications, other editions of works already in the library, continuations, or duplicates.

### New publications.

1. Ascertain, if possible, the author's full name and dates of his birth and death; or the accepted corporate or form entry.
2. Determine the subject or subjects to be used by examination of the contents of the book and by reference to the subject heading list. An examination of cards already filed under the subjects tentatively chosen will be helpful.
3. If it becomes necessary to use a subject not already listed, add it to the list and make the necessary reference cards.
4. Assign a classification number to correspond with the subject, or, in case of more than one subject, with the most important.
5. Add to the classification number a shelf number from the Cutter table, first consulting the shelf list to make sure that the number is not a duplicate of one already used and that the book will come in its proper place on the shelf. Add date of publication if needed to distinguish editions.
6. Type the main card, taking care to make margins and spacing uniform with those in the catalog.
7. Trace secondary cards by typing on the back of the main card the subjects assigned (in red) and the added entries, such as editor, series, etc. (in black). If the book is later lost or withdrawn, or if changes are to be made in the classification or form of entry, all the cards for it may easily be found by reference to this tracing.
8. Indicate on the title-page the form of heading used for the catalog card by placing three dots under the initial letter of the first word of this heading. If the entry used does not appear on title page, it should be printed in pencil.
9. Write the call number on the verso of the title-page and the cataloger's initials and date on the inner margin of the following page.
10. Mark the classification number on the book and shelve it, or have it shelved in the proper place.

11. Copy cards, one for the shelf list, and one for each subject or added entry; revise and file them, keeping a record of titles, volumes, number of cards, and whatever additional information may be desired for statistical report.
12. If Library of Congress cards are to be ordered, ascertain the number of cards required and use the forms provided for that purpose as explained in the Handbook of card distribution.

#### Other editions of works already in the library.

All editions have the same classification and Cutter numbers; the date of publication on third line of the call number serves to differentiate them. If the edition about to be cataloged is more recent than the one already in the catalog, make new subject cards for it, and withdraw the subject cards and cancel the tracing for the earlier edition. If the edition about to be cataloged is earlier than the one already in the catalog, it will require only a main and a shelf list card.

#### Continuations.

Add the new volume to the main card and to the shelf card by altering the penciled record of the period covered, the volume numbers, and the imprint date. When a set is completed, change the penciled to typed entries and complete the record on all secondary cards. Watch for changes in title and special supplements which should be recorded and which may require recataloging or additional reference cards.

#### Duplicates.

If duplicates are to be added to the collection, a note on the main card indicates the number of copies, and the copy number is also marked on the book. Usually such duplicates are shelved in the basement and require a separate shelf card.

Cataloger's notes are used to provide information beyond that given on the title-page. For types and conventional wording of such notes see Basset, Cataloging manual, Appendix 10.

### FILING

A personal name may appear as an author, an editor or added entry, and the subject of a biography, in which the cards are filed in that order, e.g.,

(Author or main entry)    Jefferson, Thomas  
                                    A manual of parliamentary practice.



(Editor or added entry)    Jefferson, Thomas    ed.  
                                 Virginia. Reports. General court  
                                 Reports of cases... 1829.

(Subject heading)            Jefferson, Thomas  
                                 Randall, Henry Stephens  
                                 The life of Thomas Jefferson.

The elder of two authors having the same name precedes the younger, e.g.,

Curtis, Benjamin Robbins, 1809-1874  
Curtis, Benjamin Robbins, 1855-1891

In the main catalog, editions of the same work are filed in inverse chronological order, e.g.,

Abbott, Austin  
    Trial evidence. 4th ed. 1931.  
    Trial evidence. 3d ed. 1918.  
    Trial evidence. 2d ed. 1900.  
    Trial evidence. 1800.

In the shelf list this order is reversed, that is the earliest edition comes first.

The indefinite articles a, an, and the, at the beginning of a title are disregarded in filing; an article within the title has the same value as any other word.

When a word is used both as a personal and as a place name, the personal name is filed first, e.g.,

Washington, George  
Washington, D.C.  
Wasnington (State)

Names beginning with Mc are filed as if spelled Mac; numerals which are part of the title and abbreviations are filed as if spelled in full.

Official entries are filed alphabetically by the agency or form heading, and are followed by corporate or title entries beginning with the same place name, e.g.,

Missouri.  
Missouri. Constitution  
Missouri. Dept. of revenue  
Missouri. Laws, statutes, etc.  
Missouri. Library commission  
Missouri. Reports  
Missouri. Reports. Supreme court  
Missouri association for criminal justice  
Missouri bar journal

Titles sometimes begin with the possessive form of the author's name; in which case the first word of the actual title is underscored in red to indicate filing under that word, e.g.,

Black, Henry Campbell  
Black's Law dictionary.

Wharton, Francis  
Wharton and Stille's Medical jurisprudence.

All headings are alphabetized first by the first word, then by the following words, e.g., New Hampshire, New Jersey, and New York all precede Newark, Newfoundland, etc.

See also reference cards are filed in front of the subject headings from which they refer, e.g., the card reading

Sovereignty  
see also  
Administrative law  
Constitutional law  
International law

is filed in front of all the cards under the subject heading Sovereignty.

Corner marks indicate filing by the corner mark instead of the title, e.g.,

	Curt. Dec.
U.S. Reports. Supreme court	
Reports of decisions in the Supreme court of the	
United States... by B. R. Curtis.	
	L. Ed.
U.S. Reports. Supreme court	
Cases argued and decided in the Supreme court of	
the United States... Lawyer's edition.	
	U.S.
U.S. Reports. Supreme court	
United States reports.	

Cards for codes (corner marked Codes, Codes/Civ., etc.) are filed in front of other cards under the same heading not so corner marked.

#### SHELF LIST

The cards in the shelf list are filed by their call numbers and are consequently in the same order as the books on the shelf. A periodical shelf reading, that is, a comparison of the shelf list cards with the books on the shelf, should be made to ascertain what

volumes are missing and to restore to their proper place any that may have been misplaced in shelving.

The shelf list shows the size of the library; each card represents one work and the collation on that card records the number of volumes in that work. It also serves as a convenient check list in connection with ordering, e.g., if an attempt is being made to fill out the bar association reports, the shelf list cards for this group are all in one place under BA.

Shelf list cards for books in the basement are stamped "Basement" and kept in a separate file. When books are sent to, or removed from the basement stacks, care should be taken to make a corresponding change in the card records.

Mabel Ray, A.B., A.M.  
Cataloger, formerly on  
the staff of Columbia  
University Law Library.